

### **AIRCRAFT SERVICE WORKER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in the servicing and maintenance of aircraft, aircraft equipment and service truck; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

#### **TASKS:**

Fuels aircraft; tows aircraft in and around tie down area; monitors fuel farm operations and orders refueling when necessary; inspects runway, ramps, and terminal vicinity for unsafe conditions; checks daily log for all scheduled flights for departure time, date and which aircraft to prepare; services aircraft, ensures interior of plane is clean; verifies with pilot the number of passengers and luggage; repairs and maintains airport perimeter fencing and grounds.

Cleans and maintains shop and hangar areas in a safe manner; maintains inventory and supplies; ensures airport runway lights are operational and replaces burnt out lights; assists office staff by greeting visitors to airport; provides educational tours of airport and aircraft to school children; assists tourists, dignitaries, federal and armed force crews as needed.

#### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of basic maintenance and flight preparation procedures.  
Knowledge of occupational safety and health precautions and regulations related to aircraft servicing.  
Knowledge of Environmental Protection Agency (EPA) regulations related to aircraft fluids and chemicals.  
Knowledge of aircraft towing procedures.  
Knowledge of customer service and public relations methods and techniques.  
Knowledge of the repair and maintenance of airport facilities and grounds.  
Knowledge of operation and maintenance of power and hand tools and equipment utilized in the maintenance and repair of aircraft and airport facilities.  
Skill in utilizing verbal and written communication.  
Skill in safely refueling and maintaining a variety of private, charter and military aircraft.  
Skill in safely inspecting and maintaining airport facilities, aircraft and airport grounds.  
Skill in calculating fuel amounts based on distance and weight of cargo/passengers.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires flexible hours working within the flight schedules and with the public; working in noisy environment with exposure to all types of weather conditions and toxic fumes. Work requires the ability to lift 50 lb. objects, the flexibility to bend over and to work on knees when required.

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and three (3) years of aircraft service work in an airport environment; and possession of a valid state driver's license.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.